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Special Contracting, Allowances
and Processing Staff Program
Plans for 1 January 1955 through
30 June 1955

This Staff is now in the process of drafting comprehensive staff agent regulations. At the present time this category is only sparsely covered by Confidential Fund Regulations published in 1951. It is intended that new regulations will enunciate and clarify present policies and procedures applicable to such personnel and will also supply some needed security improvements in their personnel processing.

The Agency regulations on contract personnel are still at the coordination level. It has been necessary to redraft certain portions of these regulations because of recent legislative enactments. It is hoped, however, that final coordination will be accomplished during the next six (6) months.

It is anticipated that the real impact on the workload of this Staff under the education allowance notice will be felt during this period.

Record keeping and statistical reporting requirements have been steadily increasing for sometime, and it is anticipated that they will be further extended under present Agency's policies and procedures.

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Special Contracting, Allowances
and Processing Staff Progress
Report for the Period 1 July 1954
through 31 December 1954

As of 31 December 1954, this Staff has on record over [REDACTED] 25X9A2
individuals in seven categories under covert contracts. Of this number,
25X9A2 approximately [REDACTED] represent new contracts (includes substitute contracts)
during the reporting period, an additional [REDACTED] required some type of 25X9A2
formal action such as amendments or renewals. In addition, numerous
others required informal action for which no records could be maintained.

25X9 During the reporting period [REDACTED] Letters of Authorization were
prepared for Military Details. In addition [REDACTED] others required some 25X9
other type of formal action primarily in the form of amendments.

25X9A2 Also, as of 31 December 1954, this Staff has on record [REDACTED] Staff 25X9A2
Agents. [REDACTED] represent new Staff Agents processed and brought on board
during the period. Since these individuals are entitled to all Staff
benefits, their files must be of course processed on a continuing basis.
In addition, approximately [REDACTED] personnel actions were processed by the 25X9A2

25X1A [REDACTED]

25X9 Approximately [REDACTED] new Cover Agreements were prepared during
25X9 the reporting period. In addition [REDACTED] required some other type of formal
action such as amendments or extensions. Volume reporting, however,
with respect to Cover Agreements is not indicative of time consumed
on this phase of our operations since each of these agreements must be
individually written and are frequently very complex.

25X1A As of 31 December 1954, we have on record approximately [REDACTED] 25X9A2
individuals drawing equalization allowance. These grants must be
reviewed periodically and are subject to frequent amendment because
of changes in living costs, compensation and family status. During
the reporting period, we also authorized our first cover allowances
under the authority of [REDACTED] Numerous requests have been
submitted for this allowance since the publication of the regulation,
however, none met the established criteria prior to this time. We
have learned that no set formula can be used in granting this allow-
ance but that each case must be handled on an individual basis consistent
with the pertinent cover factors.

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As the Personnel Office representative at Administrative Plan meetings, the Chief of this Staff or his designee participates in approximately two (2) such meetings.

During the reporting period approximately [REDACTED] contracts were reviewed. The quality of these contracts has improved considerably during the past year primarily because considerable effort has been made in briefing [REDACTED] in contract draftmanship and in supplying them with sample [REDACTED]. It still has not been determined as to where [REDACTED] will be maintained in Headquarters, therefore, this Staff is still acting as the depository.

25X9A2

25X1A

25X1A

25X1A

In addition to preparing the regular monthly strength report and the quarterly expiration notices for contract personnel and the regular monthly Staff Agent reports (status, grade structures, assessments and separations), the Staff prepared numerous reports including the establishment of select Staff Agent data for machine records, a roster of Staff Agents with OSS experience, the assignment of career designations to Staff Agents, the annual list of cover consultants required by the DCI, the annual citizenship report on contract personnel and a report on individuals serving under indefinite contracts.

25X1A

During the reporting period, the Notice on Educational Allowance (Agency Notice [REDACTED]) was published. Under this regulation the Assistant Director for Personnel is the authorizing official and this Staff has been designated by him to process all claims submitted under this Notice.

As the request of the Director of Training, the Chief, SCAPS, was designated by the Assistant Director for Personnel as the lecturer on Agent administration for certain courses given by the Office of Training. Presently, the Chief, SCAPS, is giving four (4) lectures per month, one of which involves a day long trip outside Headquarters.

In conjunction with the Agency's orientation program, this Staff is called upon to give an average of three (3) briefings a week regarding its functions. These lectures consume a considerable portion of the work day.

The Chief, SCAPS, was designated a member of the working group to develop the Agency's procedures for implementing the

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unemployment compensation granted to Government personnel by the last Congress. This working group has not completed its task but considerable time was devoted by the Chief, SCAPS to this group during the last two months of 1954. He further will lecture on this subject at the Personnel Office lecture series.

In accordance with the recommendations of the DD/P Special Task Force relative to the security of SCAPS personnel records, this Staff made certain changes in its procedures and is contemplating others.

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